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Interim Director

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April 20, 2015

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.
Interim Director

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE AMENDMENT NUMBER 1 TO MASTER AGREEMENT WORK ORDER NUMBER PH-001416-W15, WITH PUBLIC HEALTH FOUNDATION ENTERPRISES, INC. FOR TEMPORARY PERSONNEL SERVICES**

This is to notify you that I am exercising the delegated authority approved by your Board on October 19, 2010, to execute amendments to Master Agreement Work Orders (MAWO) for the provision of temporary personnel services that extend the term in amounts not to exceed \$399,999 annually, contingent upon the availability of funds, subject to review and approval by County Counsel and notification to your Board.

On May 22, 2014, I notified your Board that I was exercising delegated authority to execute MAWO Number PH-001416-W15 with Public Health Foundation Enterprises, Inc. (PHFE) for temporary personnel services in the amount of \$98,432, effective June 1, 2014 through April 30, 2015, 100 percent offset by Centers for Disease Control and Prevention (CDC) Notice of Award (NA) Number 5U62PS003680-03, to support the implementation of comprehensive HIV prevention programs that focus on achieving maximum impact on reducing new HIV infections.

Under the delegated authority referenced above, I will execute Amendment Number 1 to MAWO Number PH-001416-W15 with PHFE, to extend the term effective May 1, 2015 through November 30, 2015 in the amount of \$62,638; 100 percent offset by CDC NA Number 5U62PS003680-04.

Amendment Number 1 will allow for the continued support of one temporary personnel Data Systems Analyst who will support the Expanded Testing Program (ETP), Data Systems Management project administered by the Department of Public Health, Division of HIV and STD Programs. ETP includes routine HIV testing services in new clinical and non-clinical venues to reach populations that continue to be

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disproportionately affected by HIV infection. The management and coordination of the data collected, including demographics, testing history, risk behaviors, and test results are verified for accuracy and reported to the CDC.

County Counsel has reviewed and approved Amendment Number 1 to MAWO PH-001416-W15 as to form and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH:fcl
DA #3270

c: Interim Chief Executive Officer
County Counsel
Acting Executive Officer, Board of Supervisors